



STATE  
OF  
GEORGIA

# Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

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1. Application Date <b>July 25, 1974</b>		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received: <b>AUG 9 1974</b> Application No.: <b>74-284</b> Date Completed: <b>AUG 22 1974</b>	
2. Agency Application No. <b>OPR-1a-2</b>		3. AGENCY, Division, Subdivision & Administering Office Address <b>Department of Natural Resources Office of Planning and Research, land acquisition unit 270 Washington Street, S.W. Atlanta, Georgia 30334</b>		4. Person to Contact <b>Mr. Harvey Young</b>	
		5. Working Title <b>LAND NEGOTIATOR</b>		6. Tel. No. <b>656-5165</b>	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series <b>FEBRUARY 1973 - PRESENT</b>		9. Exact Series Title <b>LAND ACQUISITION MAP AND PLAT FILES</b>			
10. What is the function of the office in which this record series is created?  The land acquisition unit of the Office of Planning and Research has the function of acquiring all lands and sites for the Department. This function is performed through the following responsibilities: to contract appraisals for sites that are approved for acquisition; to negotiate with landowners for options or other desired arrangements; to coordinate necessary technical work between the Department and the State Properties Commission; to provide necessary data needed to complete legal work involved in acquiring sites; and to conduct research on land acquisition techniques or protection programs being employed in other states or counties.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).  Documents relating to: <b>projects involving the negotiations for and the acquisition of property sites for the Department.</b>  Included are: <b>maps and plats for proposed, progressing, and completed land acquisition projects.</b>  File is arranged: <b>alphabetically by acquisition project; maps and plats are contained in a hanging map file.</b>					
ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers				100 maps per year	
Legal-size File Drawers				Floor Space Occupied (Square Feet)	
400 maps and plats are contained in a hanging map file.				This Year's: 20 Last Year's: 20 Preceding Year's: All Prior Years:	
				AVERAGE DAILY REFERENCES	

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain

- |   |     |     |
|---|-----|-----|
|   | YES | NO  |
| 13. Is this the Record Copy of the series?  | [X] | [ ] |
| 14. Is there a duplication of this series in another office or agency?  | [ ] | [X] |
| 15. Is the information contained in this series ever summarized or published?<br>Attach copy of summary or publication.           | [ ] | [X] |
| 16. Does the series contain classified information requiring security handling?   | [ ] | [X] |
| 17. Does the series initiate, amend or terminate agency policies and procedures?  | [X] | [ ] |
| 18. Could the function be performed if the files were lost or destroyed?  | [X] | [ ] |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why?  | [ ] | [X] |
| 20. Does the record series provide data as input to an EDP file?  | [X] | [X] |
| 21. Does the record series contain documentation produced as EDP printout?  | [X] | [X] |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files?                            | [ ] | [X] |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what? <span style="float: right;">Z(See # 24,25)</span> | [X] | [ ] |

24. REQUIREMENTS. The following requires the files to be kept Permanently.

a. [ ] STATE LAW    b. [ ] STATUTE OF LIMITATION    c. [ ] AUDIT PERIOD    d. [ ] FEDERAL LAW    e. [X] ADMINISTRATIVE DECISION    f. [ ] HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

Maps are eventually transferred to the Closed Land Acquisition Project File which is retained permanently in the State Archives.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [ ] CALENDAR YEAR - [ ] FISCAL YEAR - [ ] OTHER (See below), then:

When Land Acquisition Project is closed; place the state survey plat for the closed project in the Closed Land Acquisition Project File (Agency application # OPR-la-]). Destroy all other maps and plats when obsolete, superceded, or no longer needed for reference during the course of the project or when the project is closed.

Records Management Officer (signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>Jam Pearson</i>	8/1/1974		
26. Recommendations in paragraph 25 are:	Agency Head/Designee		
	[X] Approved [ ] Disapproved	<i>William M. Ryan</i>	8/1/74
	State Auditor/Designee		
	[X] Approved [ ] Disapproved	<i>William M. Ryan</i>	8-19-74
	Secretary of State/Designee		
	[X] Approved [ ] Disapproved	<i>Carroll Hart</i>	8/16/74
	Attorney General/Designee		
	[X] Approved [ ] Disapproved	<i>Robert Shell</i>	8-20-74

STATE RECORDS  
COMMITTEE